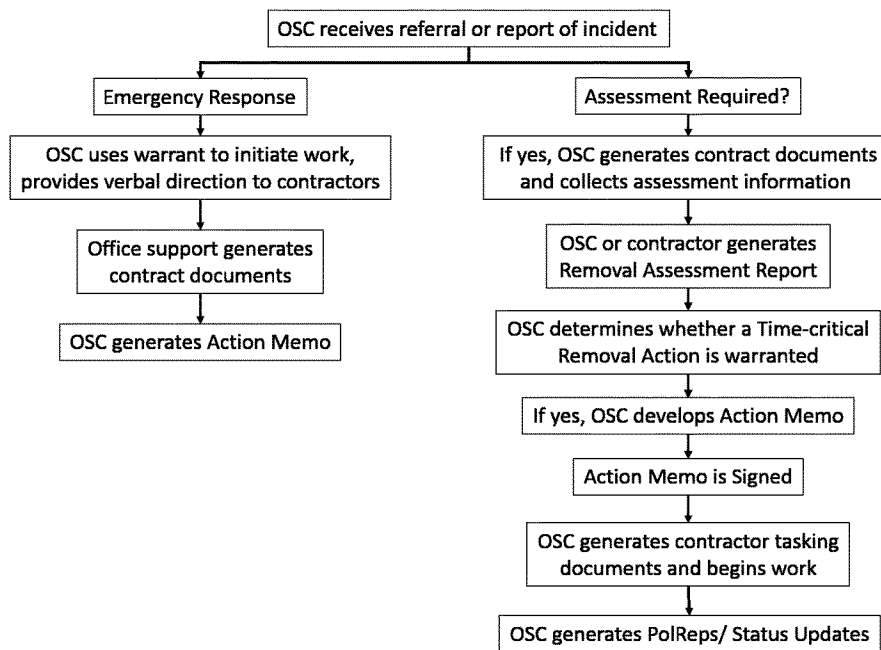


Overview of Response/Removal Administrative Process



Contracting Details

The Region 8 Emergency Response and Removal Program has two standing contracts:

- 1) The Superfund Technical Assessment and Response Team (START) contract which is currently held by Weston Solutions Inc. This contract provides environmental sampling, monitoring, technical recommendations, reconnaissance, documentation, and other technical activities on a time and materials basis. The START contract is broken up into several large “umbrella” task orders for various programs (e.g., Removal, Brownfields, Site Assessment, etc.). Within each task order, technical direction documents (TDDs) are created for individual sites. Typically, there are separate TDDs for assessment and removal operations at each site.
- 2) The Emergency and Rapid Response Services (ERRS) contract which is currently held by Environmental Restoration Inc. This contract provides construction, restoration and remediation services on a time and materials basis. The ERRS contract is broken up into task orders. There is typically one removal task order for each site. Task orders can also be set up to support assessment activities should ERRS be required to participate in that work.

All the Region 8 OSCs are Contracting Officer Representatives (CORs). When an OSC wishes to use the START or ERRS contractors for work on a site, the OSC drafts a scope of work (SOW) and an independent government cost estimate (IGCE) for the work. The IGCE is typically only required for work which exceeds \$25,000. The OSC submits this information to either the START or ERRS Project Officer requesting that either the TDD or Task Order be issued to the relevant contractor.

The relevant Project Officer reviews the scope of work to ensure that sufficient detail is present, deliverable due dates are specified, and sufficient funding is available to fund the work. The Project Officer enters the Task Order or TDD into the EAS software system and routes it to the appropriate EPA Contracting Officer. The EPA CO reviews the request, requests more information if needed, then

approves it. The EAS system forwards the Task Order or TDD to the START contractor.

Typically, the OSC will require a kick-off meeting with the contractor to discuss project objectives, provide background information, and request a staffing plan and/or workplan. The contractors are required to submit 1900-55's, which are cost tracking documents, on a regular basis.

The OSC (all of whom are also CORs) provides all direction to the START and ERRS contractor personnel assigned to their site, and reviews all deliverables. If additional work is required outside of the original work order, the OSC writes an amendment to the Task Order or TDD prior to the work commencing.

When the relevant Project Officer receives the monthly invoice, he or she coordinates with the relevant OSC to determine if there are discrepancies. The relevant Project Officer reviews the invoice, communicates with the contractor regarding any items not in conformance with the contract terms to determine if corrections are needed, and approves the invoice for payment.

When work at a site is deemed complete by the OSC, the contractor is instructed to close out the Task Order or TDD and any unused funds are returned to EPA.